

NAVAJO NATION FACILITIES MAINTENANCE DEPARTMENT

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The Facilities Maintenance Department is a department established within the Division of General Services and functions under the legislative oversight provided by the Government Services Committee of the Navajo Nation Council.

Facilities Maintenance Department was established with the fundamental role of providing quality repairs and maintenance services to 518 (1,850,016 sq. ft) Navajo Nation owned facilities, including trailers and permanent building structures reservation wide. Minor maintenance and repair services include structural, mechanical and electrical services, carpentry, plumbing, painting, heating and cooling repairs and maintenance.

Then Navajo Nation is obligated and liable for upkeep and maintenance services to ensure a safe and healthy work environment for its employees. The Department's plan of operation sets forth various objectives; 1. To consistently improve facilities' maintenance and repair services; 2. To consistently improve the department's capability through needs assessment, establishment of priorities and development of a viable facility maintenance repair plan for all Navajo nation building/facilities; 3. To install a facility's maintenance management system for effective service delivery reservation-wide; 4. To implement a viable facility's preventive maintenance programs and; 5. To continue employee education and training programs based on job performance evaluations and manpower utilization.

The operations of the department are headed by a department manager, crafts supervisors of various building maintenance service sections and a Custodial Operations Section. The department uses a computerized work order system. Any Navajo Nation department may call in a work order to the department, which is received by the work order expediter. The expediter then inputs the information into the system and prints out a paper copy of the work order. The work order is dispersed to the maintenance worker who performs the repairs and maintenance work.

Currently, the department employs 58 people and is funded by annual General Funds appropriations.

In conclusion, the Facilities Maintenance Department is a very important and viable program for the Navajo Nation because the department is given the significant responsibility of ensuring that the Navajo Nation employees are provided a safe and healthy work environment. We are constantly on a stand by status to respond to emergencies 24 hours a day/seven days a week

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Mission Statement

The mission of the Facilities Maintenance Department is to provide quality maintenance and repair services for Navajo Nation Government buildings and trailers reservation wide. Our ultimate responsibility is to provide a safe, healthy, optimum work environment for all tribal employees, and to their continued wellbeing in the provision of uninterrupted government services. We are dedicated to providing quality facilities maintenance and repair services to the Navajo Nation and its employees

GOALS

**Provide quality service
Customer satisfaction
Improve personnel morale**

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